

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
ASSOCIATE FOR BUSINESS SERVICES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 55 Paul J. Manafort Drive, New Britain, CT 06053
Salary: \$53,014
Closing Date: June 15, 2015

Position Summary: The Associate for Business Services independently performs basic duties relating to personnel management and a full range of professional business services functions (e.g. payroll, time and attendance, accounts payable, receipts, accounts receivable, purchasing) as well as facilities management, Affirmative Action monitoring; and provides office administration and secretarial support to the CFAO and Finance & Administration Division. This role includes word processing, data entry, research, report generation, bookkeeping, telephone, facilities monitoring, vendor interface for copier and facility contracts, mail and correspondence preparation.

Position Responsibilities:

Personnel Management:

- Preparing and updating reports, charts, manuals, handbooks
- Providing employees with information and/or referral on policies, practices, and procedures
- Processing Worker's Compensation and Unemployment Compensation claims
- Maintaining contact with administrative agencies on a variety of personnel matters
- Assisting in recruitment process by placing ads in newspaper and developing and mailing position announcements to researched recruitment sources
- Monitoring recruitment for job seekers by referral source and Affirmative Action
- Assisting with new and existing employee orientation program as needed
- Serving as point of contact for Worker's Compensation injuries

Payroll Processing:

- Reviewing employee timecards for accuracy and completeness
- Calculating total hours worked of part-time employees and student workers
- Entering change data into automated payroll system
- Training and monitors staff on use of automated time and attendance system
- Responding to employee inquiries regarding paychecks and payroll practices

Facilities Support:

- Serving as a contact person to the vendors that support the building and building operations, e.g., copiers, HVAC, furniture, space planning, College car, cleaning, etc.
- Assisting with the development of RFP's and vendor selection upon the request of the Director of Finance or CFAO.

Administrative Support:

- Screening letters, memos, reports, and other materials to determine action required
- Composing routine correspondence, complex letters/memoranda, e-mails, etc. for own or CFAO's signature
- Collecting and compiling data/preparing reports
- Preparing materials for mailings
- Conducting research on assigned projects
- Maintaining knowledge of current issues
- Representing the agency in Statewide meetings as needed
- Responding by telephone and by e-mail to student queries regarding billing and payments
- Performing other duties as assigned

Purchasing:

Procuring office and building supplies

Qualifications: Bachelor's degree and at least one (1) year relevant work experience including human resource experience. Considerable knowledge of office administration and management; knowledge of business communications, bookkeeping and math; proficiency in MS Word and working knowledge of MS Excel; ability to use automated personnel, payroll and student database systems; detail oriented; advanced organization skills; excellent oral and written communication skills; extensive interpersonal skills in dealing with persons at various levels; and ability to schedule and prioritize workflow.

Apply: See complete job description and apply with cover letter and resume by June 15, 2015 at www.charteroak.edu/AboutUs/Employment. No phone calls please. AA/EOE.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.